



## Community Resource Coordination Groups of Texas

### New CRCG Checklist

Below is a checklist to help prepare new or expanding Community Resource Coordination Groups (CRCGs) to serve clients. The items on this checklist are not exhaustive; however, they serve as a starting point. More details are available in the [CRCG Handbook](#).

The state CRCG office recommends accessing the CRCG website for a thorough review of the resources listed below. A review of the CRCG website will provide you with a clear understanding of the key components required to start or maintain a CRCG.

Important Resources for CRCGs:

- [CRCG Guiding Principles](#)
- [CRCG Memorandum of Understanding \(MOU\)](#)
- [CRCG Member Materials \(Handbook, New Chair Guide, New Member Guide\)](#)
- Data Collection System requirements and resources (contact the state CRCG office for these documents)

The following steps provide a chronological order of procedures to help ensure the creation, revival and/or maintenance of an effective CRCG.

☐ **Identify state agencies and leaders in your area who provide human services and support to your community.** In 2018, leadership from the following state agencies signed a Memorandum of Understanding (MOU) requiring representatives from these state agencies and local offices to participate in the CRCG program:

- Texas Health and Human Services Commission (HHSC)
- Texas Department of Family and Protective Services (DFPS)
- Texas Department of State Health Services (DSHS)
- Texas Department of Criminal Justice (TDCJ) - Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)
- Texas Juvenile Justice Department (TJJD)
- Texas Education Agency (TEA)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Workforce Commission (TWC)



## Community Resource Coordination Groups of Texas

☐ **Identify additional key organizations and leaders in your area who are knowledgeable and provide resources and support to your community.**

These leaders may include representatives from the local school district, local mental health authorities, local non-profits, community or faith-based organizations, parents, and family members.

☐ **Reach out to key leaders to determine a date, time, and a centralized meeting location for an initial organizational meeting.** If you need help identifying your local state agency representative, please send an email to [CRCG@hhsc.state.tx.us](mailto:CRCG@hhsc.state.tx.us).

☐ **Develop an initial organizational meeting agenda to include:**

- What are CRCGs
- Key state and local representatives
- Examples of CRCGs in other counties (if available)
- The CRCG process and what it will look like in your county
  - Leadership Team (See "CRCG Structure: Leadership" in the [CRCG Handbook](#))
  - Regular Meetings (See "The CRCG Meeting" in the [CRCG Handbook](#))

☐ **Host an initial organizational meeting. Based on the needs of your community plan to discuss:**

- What age groups will we serve?
- How many counties will we serve?
- How often will we meet?
- Where and when will we host our regular meetings?
- What CRCG Member roles will we have and how will we select members for leadership roles?
- How long will leadership roles be held?
- What will be our referral process and selection/screening criteria for referrals?
- Confidentiality and Release of Information forms.

☐ **Create CRCG Mission Statement.** (See "CRCG Structure: Mission" in the [CRCG Handbook](#))

☐ **Create/determine CRCG bylaws or policies and procedures.** (See "CRCG Structure: Bylaws" in the [CRCG Handbook](#))

☐ **Select leadership team and roles.** (See "CRCG Structure: Leadership" and "CRCG Structure: Roles" in the [CRCG Handbook](#))



## Community Resource Coordination Groups of Texas

- ☐ **Notify the state CRCG office of your new CRCG, your leadership contact information, and an email list of all your members.** This ensures that all members receive helpful newsletters and resources. Send this information to [CRCG@hhsc.state.tx.us](mailto:CRCG@hhsc.state.tx.us).
- ☐ **Create/develop communication guidelines or ground rules for regular meetings.** (See "CRCG Structure: Ground Rules" in the [CRCG Handbook](#))
- ☐ **Create Release of Information forms with adherence to state/federal law and each agency's confidentiality policies.** (See "Referrals: Release of Information" in the [CRCG Handbook](#))
- ☐ **Notify all partners (including those unable to attend the meeting) that the CRCG is active and accepting referrals.** Inform partners of the referral process and any eligibility requirements for referrals.
- ☐ **Begin referring eligible clients to the CRCG.**
- ☐ **Begin holding regular CRCG meetings to coordinate resources for selected cases.** (See "The CRCG Meeting" in the [CRCG Handbook](#))
- ☐ **Report information about your staffing meetings each month to the state CRCG office using the CRCG Data Collection System.** Contact the state CRCG office for access to the system and training in how to use it.

### **For questions or support, contact:**

State CRCG Office  
Texas Health and Human Services Commission  
Office of Mental Health Coordination  
6330 E. Highway 290, Suite 300  
Austin, TX 78723

Phone: 512-206-5255  
Email: [CRCG@hhsc.state.tx.us](mailto:CRCG@hhsc.state.tx.us)  
CRCG Website: <https://crcg.hhs.texas.gov>